

How to Read Your Paycheck through PeopleSoft Employee Self Service

- Log onto **Employee Self Service (ESS)** through <http://ess.dc.gov>.
- Select **Self Service**, then select **Payroll and Compensation**.
- Click **View Paycheck**.
- Questions? Contact **Human Resources** via email at dcps.hranswers@dc.gov.

STEP 1: REVIEW YOUR PERSONAL INFORMATION.

View Self Service Paycheck

Mary Q. Teacher

Net Pay: Total amount paid to you after taxes and deductions.

Company:
District Of Columbia Govt
Address:
441 4th Street, NW
Suite 480 North
Washington, DC 20001

Net Pay: \$1,435.18
Pay Begin Date: 08/12/2012
Pay End Date: 08/25/2012
Check Date: 09/07/2012
[View a Different Paycheck](#)

If you received a paper check, this is the **address** where it was mailed.

Confirm that your **address** is correct.

Confirm **Location**, **Job Title**, and **Pay**

General			
Name:	Mary Q. Teacher	Business Unit:	DCGOV
Employee ID:	00097881	Pay Group:	DCPS Schools
Address:	400 S. Street NE Unit 203 Washington, DC 20002	Department:	GAX00002944 – Seaton ES
		Location:	SEATON ES
		Job Title:	TEACHER, ELEMENTARY
		Pay Rate:	\$53,752.99 Annual

Tax Data			
Fed Marital Status: Single		DC Marital Status:	Single
Fed Allowances: 0		DC Allowances:	0
Fed Addl Percent: 0.000		DC Addl Percent:	0.000
Fed Addl Amount: \$0.00		DC Addl Amount:	\$0.00

Confirm that your **tax data** is correct for both **Federal** and **State**.

- If your address is incorrect and you did not receive your paycheck, complete the attached **Application for Stop Check Payment Form** and submit to the DCPS Payroll Office via fax (202) 442-5306.
- If you recently moved and need to change your address, submit those changes in the **Personal Information** section of ESS.
- If you need to update your Tax Data, submit those changes in the **Payroll and Compensation** section of ESS. You must be connected to a networked DCPS computer and use the site <http://pshcm.dc.gov>
- To enroll in **Direct Deposit**, log onto <http://pshcm.dc.gov> using a computer connected to the DCPS network.

STEP 2: REVIEW YOUR EARNINGS AND DEDUCTIONS.

Current – Earnings, Taxes, & Deductions for this pay period.

YTD - Earnings, Taxes, & Deductions for the calendar year.

If you began working on 8/20/2012, you will be paid for 80 regular hours.

Federal and State Taxes will be deducted. ET employees do not pay into Social Security (FICA).

Before Tax and After Tax deductions for benefits, union dues, and retirement.

DCPSTQBT: DC Teachers Retirement
Un-DU0205: Union Dues

Paycheck Summary					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	2,067.42	1,902.03	430.12	202.12	1,435.18
YTD	2,067.42	1,902.03	430.12	202.12	1,435.18

Earnings				
Description	Hours	Rate	Amount	YTD Amount
Regular	80.00	25.842788	2,067.42	2,067.42
Total: 80.00 2,067.42 2,067.42				

Taxes		
Description	Amount	YTD Amount
Fed Withholding	293.54	293.54
Fed MED/EE	27.58	27.58
DC Withholding	109.00	109.00
Total: 430.12 430.12		

Summer Pay Credit:		
Description	Current Amount	School YTD Amount
Sum Pay CR	375.88	375.88

Sum Pay CR – Amount set aside for ET-15 employees Summer Pay Credit checks. (Amount based on school year calendar and employee hire date.)

Before-Tax Deductions		
Description	Amount	YTD Amount
DCPSTQBT	165.39	165.39
Total: 165.39 165.39		

After Tax Deductions		
Description	Amount	YTD Amount
Un-DU0205	33.20	33.20
DCLIFE	3.53	3.53
Total: 36.73 36.73		

Employer Paid Benefits		
Description	Amount	YTD Amount
DCLIFE	1.51	1.51
* Taxable		
Total:		

Employees **do not pay** the amounts listed in the *Employer Paid Benefits* column.

STEP 3: REVIEW YOUR DIRECT DEPOSIT AND LEAVE BALANCES.

If **Account Type** states **Issue Check**, paycheck was mailed to address listed in Step 1.

Leave Balances for ET-15 employees will be posted on the 9/21/2012 paycheck.

ET 15/ 10 month: 96 hrs
ET15/ 11 month: 108 hrs
ET 15/12 month: 120 hrs
(Your full time position is year round)

Net Pay Distribution				
Payment Type	Paycheck Number	Account Type	Account Number	Amount
Check	288397	Issue Check		1,435.18

Leave Balances - YTD						
Leave Type	Start Balance	Earned	Taken	Adjustments	End Balance	Current Use or Lose
Sick						

Leave - Current Pay Period			
Leave Type	Earned	Taken	Adjustments
Sick			

Service Computation Dates		
Service Date	Service Comp Date - LEO	Date Last Equivalent Increase - LEI
08/20/12		

Service Date: The first day you began working for DCPS.

Date Last Equivalent Increase – LEI: Date that you received your last salary increase.

ONLY USE THIS FORM IF YOUR CHECK WILL BE MAILED TO AN ADDRESS YOU NO LONGER HAVE ACCESS TO.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF FINANCIAL MANAGEMENT
TREASURY OPERATION – DISBURSING
301 'C' STREET, N.W. ROOM 1136
WASHINGTON, D.C. 20001

APPLICATION FOR STOP CHECK PAYMENT
(STATEMENT OF CLAIMANT)

DESCRIPTION OF CHECK: _____ **DATE** _____

AGENCY CHECK NO. _____

PHONE NUMBER:

BANK CHECK NO. _____

HOME _____

AMOUNT OF CHECK _____

OFFICE _____

ISSUE DATE: _____

VOUCHER NO.: _____

1. FOR WHAT PURPOSE WAS THE CHECK ISSUED? _____

2. CHECK ONE ☐ **THE CHECK WAS NOT RECEIVED**

☐ **THE CHECK WAS LOST, STOLEN, DESTROYED AFTER RECEIPT**

3. IF RECEIVED, WAS THE CHECK ENDORSED? _____

IF "YES" STATE EXACT FORM OF ENDORSEMENT _____

4. STATE THE CIRCUMSTANCES OF THE LOSS OR DESTRUCTION OF THE CHECK IF RECEIVED:

5. CLAIMANT NAME: _____ **SSN:** _____

ADDRESS (STREET) _____

(CITY) _____ **(STATE)** _____ **(ZIP)** _____

SIGNATURE OF PAYEE OR CLAIMANT

SIGNATURE OF CO-PAYEE
(BOTH PAYEES MUST SIGN IF CHECK IS DRAWN JOINTLY)

DATE RECEIVED _____ **RECEIVED BY** _____

RETURN THIS FORM TO THE DCPS PAYROLL OFFICE VIA FAX TO (202) 442-5306.